

REGISTRY  
FILE Training 3-1

17 July 1970

Director of Training

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You might find the attached of  
interest and pertinent to your review  
of our Career Training Program.

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EO-DD/S:WEB:es (17 July 70)

Distribution:

Orig - Adse w/2 atts

~~1~~ - DD/S Subject w/2 atts

1 - DD/S Chrono

2 Atts: (1) Note dtd 7 May 70 to Mr. Coffey fr Mr. [ ] subj: Review and Evaluation STAT  
of Career Trainee Systems, dated 26 Nov 68

(2) Memo dtd \_\_\_\_\_ ? to Hon. John W. Macy, Jr. fr Colonel White, re same subj

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17 MAY 1971

MEMORANDUM FOR: Mr. Coffey

SUBJECT : Review and Evaluation of Career Trainee Systems,  
Dated 26 November 1968

1. I suggest that we go in several directions with this thought provocative report.

2. First, let us distribute copies of the report to each DD/S Office Head. Use the report as a springboard for a DD/S Career Board Review of the Career Service. Ask each Office Head to read it, relate it to his Career Service, and come to a Career Board Meeting on, let's say, 8 June 1970 prepared to discuss improvements in the Career Service System. In addition, I suggest that the Director of Personnel be requested to be prepared to expand in detail on the Inspector General paper and to fill in any background he can dig up. I further suggest that each Office Head bring with him to the Board Meeting one young (not older than 35) member of his Career Service. This meeting will accomplish several things: Give the Director of Training an opportunity to discuss his substantive points relative to the matter of disparity of supergrade positions versus promotion ceilings; shake out some ideas for improvements to the Service; give a representative group of young people an opportunity to participate in the formulation of policy, be heard, seen but more importantly let them know that their requested comments, as included in the report, are read, understood, and considered.

3. Second: Either in addition to the meeting or as alternate courses of action do the following:

Page 2 - Part I, Para 1

Go to the Director of Personnel and request that he furnish you a copy of the Career Trainee input requirements as developed by Career Services for FY 1970, 1971, and 1972.

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Page 2

Go to each Career Service of the Agency and request that you be furnished a copy of the academic background and experience profiles each developed for the Director of Personnel's use in satisfying their FY 1971 requirements.

Go to BPAM and request the allocation by dollars each component was allotted to satisfy their new employee input target for FY 1971.

Page 4

Go to OTR and request a listing of the 1970 class of CTs by name and the specific job or type of job with which each was identified. (part I, para 1 d)

Go to the Director of Personnel and request a machine run of educational requirements as set by operating components and reviewed by the Office of Personnel.

Page 6 - Para 2b

Go to the Executive Director Comptroller with a recommended policy that all supervisors through GS-16 be required to attend at least one of the Agency's "supervisor" courses of instruction. That each Directorate be required to schedule such training for at least 30% of their supervisors each year starting 1 July 1970.

Page 10 - Para 3

Go to each DD/S office and request that "comer" lists be updated and that you be given a report of their progress and career development annually starting 1 July 1970.

Page 16 - Para 1

Go to each DD/S Office Head with a statement of the position of the DD/S in the matter of off-the-job training. Job related and other than job related training, its place in the DD/S scheme of well educated DD/S careerists.

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Page 22 - Para 1

Select career counselors for the DD/S and each DD/S office and require that each individual be formally trained in counseling techniques.



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The Honorable John W. Macy, Jr.  
Chairman  
United States Civil Service Commission  
Washington, D. C. 20415

Subject: Review and Evaluation of Career Trainee Systems

Dear John:

We are pleased to forward herewith the report which was drawn up by the committee we formed to evaluate the Agency's career trainee system. The committee that drew up the report was composed in accordance with the suggestions in paragraph 3 of the call for an evaluation. The report itself is based on written submissions from committee members and notes taken during two extensive reviews of a proposed text.

The very nature of this exercise prevented us from validating the individual criticisms of our system. However, we feel that we have learned a great deal and believe that in due time we will be able to determine the extent to which conditions needing correction are prevalent within the Agency. We will also be able to test the feasibility of some of the very interesting ideas which were advanced during the course of our talks.

I trust that this report will be useful to the Civil Service Commission in drafting its response to the President's call for a survey of this very important subject.

Sincerely,

- 5 -  
L. K. White  
Executive Director

Attachment

GMStewart (26 Nov 68)

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Orig w/Orig of Attachment - A-000  
1 - ER; 1 - ExDir; 1 - OP (Freeman); 1 - IG 1 - IG (w/h) (all w/o att.)

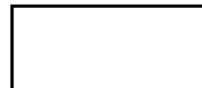
13 May 1970

NOTE FOR: Mr. Coffey

1. I'm not convinced that the extensive collection of data that George suggests would serve us any useful purpose. I would suggest we do nothing with this paper at this time.

2. It will, however, be useful as one of the back-ground papers that Problem Solving Seminar #8 could use in its study and recommendations. Mr. Bannerman has approved PSS #8 in his memo dated 11 May 1970 to Director of Personnel, and I think a study of career service must also relate itself to career trainee systems and could be the action mechanism for a review and evaluation of our career trainee system (at least in the DD/S).

3. Also since the Career Training Program is undergoing a review and change, I would think the attached paper might be outdated.



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Why don't we put this into the  
mill as appropriate to OTR work on  
CTP plus the PSS as you suggest.

10 JUL 1970

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WEB  
What do you think of all  
of this? I wonder if time hasn't  
passed the formal paper by a  
bit)

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